

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
(DSH-A)

JOB CLASSIFICATION: REHABILITATION THERAPIST, Occupational

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To provide Occupational Therapy services through appropriate client/patient assessment, treatment, service planning, therapeutic activities, discharge planning and community reintegration by using the principles and practices of the respected disciplines to develop, maintain, or restore physical, emotional, and social competencies of the patients. The Occupational Therapist (OT) will provide recovery focused treatment interventions to the Patients, accessed through the Treatment Team. The OT will develop consistent daily relationships with Patients and staff in order to accomplish the patient's treatment goal.

20 %

Program Evaluation and Development

- A. Participate in hospital/ program development meetings, program rehabilitation meetings and other program staff meetings as assigned.
- B. Participate in clinical meetings when called upon.
- C. Be available to the Program management and medical staff for Occupational Therapy consultation regarding the patient and provide input on assessment of patient, treatment needs, treatment resources, and staff development needs.
- D. **Participate in formulating and devising new forms to be used by DSH-A Rehabilitation department. Assist in developing policies and procedures using principles and language of recovery. Make recommendations for additional assessment tools as clinically indicated.**

30 %

Assessment, Planning and Evaluation

- A. **Conduct and prepare written focused Occupational Therapy assessments/evaluations on all patients who are identified in need of Occupational Therapy Services.** Prepare 24 hour support plans as determined by policy on each patient's level of functioning and based on this information recommends a patient rehabilitation treatment plan appropriate to meet the needs of the patient.
- B. **Participate in Treatment Planning meetings as appropriate to review each patient's progress towards treatment goals.**
- C. Develop Occupational Therapy treatment protocols based on identified care needs of the Patient.

D. Provide written documentation on patient's progress pertaining to their rehabilitation therapy program to the Treatment Team.

Provide timely and accurate assessment/ progress notes on patient as required per policy with regard to the patient's rehabilitation therapy treatment plan.

30 %

Direct Services

- A. Organize, plan and conduct Occupational Therapy treatment activities and or direct treatment** for patients to include a minimum of 7-15 hours of Recovery focused treatment activities. Treatment activities will follow treatment principles, recognizing and integrating the patient's strengths, interests and therapeutic goals.
- B.** Provide patient or group orientation for all new patients regarding Occupational Therapy treatment activities.
- C.** Assess patients for mobility needs and address the patient's need for positioning and seating.
- D.** Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
- E. *Ensure the patient who requires adaptive equipment is provided with equipment that meets his assessed needs, promotes independence and provide training and support to use the equipment.***

10 %

Professional, Resource and Training Functions

- A.** Participate in professional development activities by completing all hospital cores training as scheduled, attending colloquia, special workshop, seminars, conferences, Service off-sites, continuing education, patient study or other avenues of professional development. Attend and participate in at least seventy five percent of all monthly Service meetings.
- B. *Provide competency based training to staff with regard to appropriate occupational therapy treatment activities and programs. Provide training to staff on equipment, transferring and positioning.***
- C.** Participate in a minimum of one service committee.

10 %

Other Duties

- A.** Submit budget recommendations and carry out approved budget expenditures for supplies and equipment. Complete quarterly equipment reviews to maintain safety and update necessary equipment.

B. Other duties as required to assist in meeting the DSH-A mission.

2. SUPERVISION RECEIVED

The Occupational Therapist is under the administrative supervision of the Clinical Administrator and is clinically accountable to the Chief of Central Medical Services and Program Director, Rehabilitation Therapy Services.

3. SUPERVISION EXERCISED

- A. Assist in training and supervision of interns/aides when appropriate as assigned.
- B. Provide clinical guidance to other staff members who provide activity related groups that are planned by the Rehabilitation Therapy staff.
- C. Assist in the orientation and proctoring of new staff when appropriate or assigned.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

With particular reference to Occupational Therapy, the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to developmental, mental, or physical disordered offenders; the process of restoration, maintenance and development of capabilities; principles of mental health education; scope and activities of private and public health and welfare agencies; characteristics of mental, emotional, physical, and developmental disorders; current trends in mental health, public health, and public welfare; Federal and State programs in these fields.

ABILITY TO:

Utilize and effectively apply required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate clinical data and record such data systematically; compose clear, accurate and concise reports; interpret statistical data; analyze situations accurately and take effective action; communicate effectively.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☐ Adult ☐ Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

TSI / RESTRAINT/SECLUSION

Applies and demonstrates knowledge of TSI to create an environment that includes the principles of recovery – oriented systems of care such as person-centered care, choice, respect, dignity.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY

Demonstrates the ability to maintain professional therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Demonstrate knowledge of the laws governing series of the Penal Codes that address the commitments served.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Familiar with the areas of functional assessment.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a current license as an Occupational Therapist issued by the State of California.

7. TRAINING - Training Category = 2

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Chief, Rehabilitation Therapy Service

Print Name

Date

Clinical Administrator

Print Name

Date